

SENIOR DEVELOPMENT AND COMPLIANCE ADVISOR

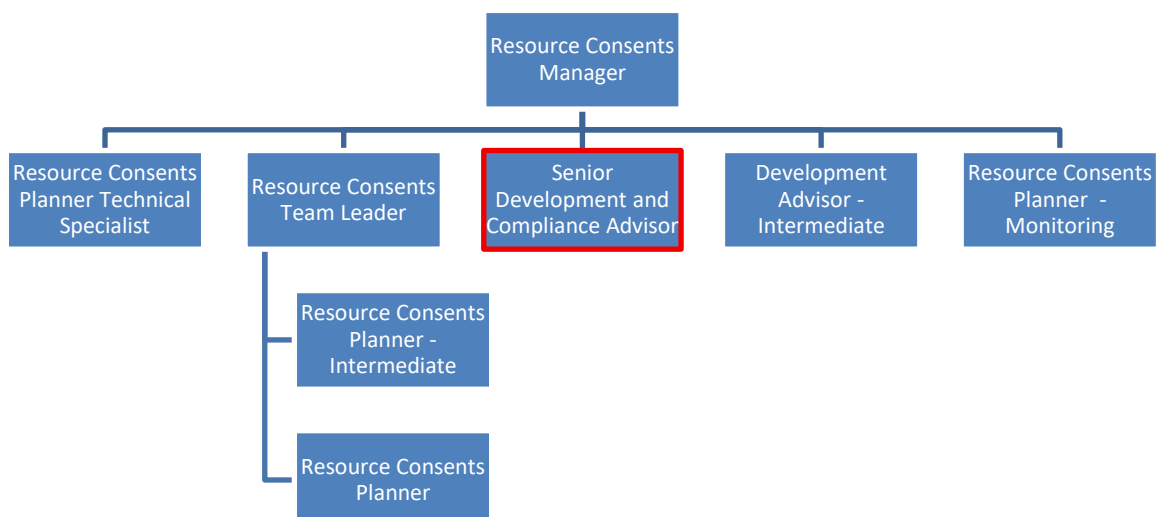
POSITION DESCRIPTION

POSITION INFORMATION

Group	Strategy and Environment
Team	Resource Consents
Reports to	Resource Consents Manager
Direct Reports	0
Primary Location	He Whare (67 Horomatangi Street, Taupō) and mobile between various Council Offices and around the District to fulfil key tasks
Financial Authority	\$0

TEAM STRUCTURE

Organisation structure of the position in relation to direct team



POSITION PURPOSE

To provide senior level input at the early stages of development proposals, helping to shape compliant and achievable outcomes.

To lead or support complex compliance monitoring, investigation, and enforcement activities under the Resource Management Act 1991 (RMA).

To provide senior specialist advice on complex resource consent and District Plan compliance matters across the District.

To positively influence behaviour, manage challenging situations, and achieve timely, defensible regulatory outcomes, while upholding Council's statutory responsibilities and community expectations.

KEY RESPONSIBILITIES

Responsibility	Key Functions/outcome
Complex resource consents and District Plan compliance	<ul style="list-style-type: none"> • Lead and manage complex, high-risk, and sensitive compliance matters relating to resource consents and District Plan provisions across the District • Investigate District Plan and consent non-compliance, determining appropriate, proportionate, and outcomes-focused Council responses • Apply sound professional judgement to balance statutory obligations, environmental outcomes, and practical implementation considerations. • Ensure compliance approaches align with Council policy, enforcement strategy, and best-practice regulatory principles • Manage monitoring and compliance projects and lead the resolution of complex issues • Create action plans with the customer to bring about compliance and initiate enforcement action as required • Prepare robust investigation files, statutory reports, and evidential material suitable for legal review and court proceedings
Engagement and development input	<ul style="list-style-type: none"> • Provide senior-level input at pre-application and early engagement stages of development proposals • Identify compliance risks, consenting pathways, and potential issues early, and clearly communicate Council expectations • Work constructively with applicants, developers, consultants, and internal teams to resolve issues early and improve proposal quality • Support improved customer outcomes and reduced delays by proactively advising on potential compliance issues throughout the consenting process
Mentoring, capability building and continuous improvement	<ul style="list-style-type: none"> • Peer-review complex consent conditions, monitoring approaches, and enforcement recommendations • Support consistency and quality across the wider Resource Consents and Compliance functions • Mentor and support staff working on complex consenting and compliance matters • Contribute to training, guidance materials, and improved regulatory procedures • Promote a culture of accountability, professionalism, and continuous improvement

Responsibility	Key Functions/outcome
Customer relationships, communication and results	<ul style="list-style-type: none"> • Responding to customer concerns in a helpful, professional manner • Providing advice to Iwi in consultation with the Iwi & Co-Governance team • Communicate clearly, confidently, and professionally with consent holders, stakeholders, iwi/hapū, elected members (as required), and the wider community. • Navigate difficult conversations and conflict constructively while maintaining Council's regulatory position. • Demonstrate a strong results focus, progressing non-compliance matters to resolution and avoiding unnecessary escalation.
Process improvement and reporting	<ul style="list-style-type: none"> • Identify and implement service-delivery improvements (digital tools, pre-application processes, metrics etc.) • Provide regular reporting on workload, trends, and emerging development pressures • Ensure accuracy of information/records in systems adopted by the department/organisation are in line with adopted Policy • Produce accurate reports as required for managers and/or The Executive
Health, safety and Wellbeing	<ul style="list-style-type: none"> • Model a culture of safety and wellbeing for your staff (if in a Supervisor/Manager position) • Take responsibility for your own health and safety • Ensure your own actions keep self and others safe • Identify, report and assist to eliminate hazards/risks in workplace • Participate in local workplace safety management practices • Participate in workplace wellbeing initiatives • Ensure compliance under Health and Safety at Work Act 2015
Project management	<ul style="list-style-type: none"> • Undertakes projects and/or other initiatives that may be assigned by your manager or The Executive
Emergency management	<ul style="list-style-type: none"> • Participates in civil defence emergency management (CDEM) events and training if required

Note: This is a broad outline of the responsibilities for this position and not an exhaustive list of your responsibilities. Key responsibilities may vary from time to time as directed by your supervisor/manager to accommodate the operational needs of the team and organisation.

FUNCTIONAL RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> • Resource Consents Team • Environmental Services Team • Infrastructure • Finance • Customer Experience • Property & Development • Business Excellence • Policy • Iwi & Co Governance • Parks & Reserves • Elected Members 	<ul style="list-style-type: none"> • Tangata Whenua • Applicants • Community Interest Groups • General public • Professional service advisors / Consultants • Contract service providers • Service delivery staff • Property developers • Legal counsel • Appellants • Submitters

Internal	External
	<ul style="list-style-type: none"> • Other Territorial and Regional Authority staff • Central Government agencies

Six key behaviours summarise how we will operate and support our values:

- Share and seek information with open, effective and intentional communication
- Support one another with honesty, respect and integrity in all interactions
- Exceed expectations of the community and beyond
- Seek improvement in all that we do
- Harmonise life and work
- Build a stronger relationship with the whenua and the people

PERSON SPECIFICATION

Education and Qualifications

Essential	Desirable
<ul style="list-style-type: none"> • Tertiary qualification in planning, environmental management, resource management, law, regulatory compliance, construction or engineering, or a related discipline 	<ul style="list-style-type: none"> • New Zealand Certificate in Regulatory Compliance (Core Knowledge) (Level 4) • New Zealand Certificate in Regulatory Compliance (Level 5) • NZ Diploma in Regulatory Compliance Investigations (Level 6) • Demonstrated application of regulatory compliance and investigation principles in a local government or regulatory environment.

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none"> • Strategic thinker with strong problem-solving ability • Excellent communicator, able to translate technical requirements into clear guidance • Collaborative, customer-centric, and resilient under pressure • Strong investigation and analytical skills • Ability to drive matters to resolution and deliver results • Influential, clear, and confident communication 	<ul style="list-style-type: none"> • Decision making and problem-solving skills • Customer Focussed

Competencies and Experience

Essential	Desirable
<ul style="list-style-type: none"> • 5 years senior-level experience in resource consents and/or compliance within a New 	<ul style="list-style-type: none"> • 5 years legal, management or technical experience within a local government regulatory environment

Essential	Desirable
<p>Zealand local government regulatory environment.</p> <ul style="list-style-type: none"> • Strong working knowledge of the Resource Management Act 1991 and District Plan processes. • Demonstrated experience managing complex consent and District Plan non-compliance matters. • Proven ability to engage early on proposals and influence better regulatory outcomes. • Excellent written and verbal communication skills, including the ability to manage difficult conversations and achieve results. • Sound professional judgement and strong problem-solving capability. • Commitment to Te Tiriti o Waitangi and to partnering with tangata whenua in planning decisions. 	<ul style="list-style-type: none"> • Good understanding of other relevant legislation e.g., Local Government Act, Council Policies and Bylaws • Conflict or dispute resolution • Developing people

JOB DESCRIPTION SIGN-OFF

Please note that this Job Description will be discussed annually to ensure currency of the position responsibilities.

	Manager	Employee
Name		
Signature		
Date		